To get into the reports: Click the URL below:

https://manito-art-league.appsmith.com/app/manito-art-league/rdashboard-698a844be00b807199e543e2

Reports:
- All fields are able to be sorted
- Reports are able to be downloaded.
- Filters are for each report
- Search bar is for each report
- Downloads are available in Excel or CSV

Just a note**
Local Addresses are Summer Addresses.
Long Distance Addresses are Winter Addresses

SEARCHING:
- Search bar searching by Custid or Lastname. (you can enter parts of last name to find person)

FOR MORE ADVANCED SEARCH:
- You can use the filter to find any field with specific finds

DOWNLOADING:

- To download reports, select download in CSV or Excel Spreadsheet
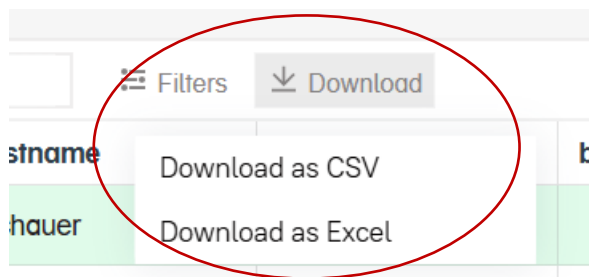
SORTING:

- You can search any field by clicking the down arrow on the right side.
- You can also freeze any column to move across the screen with the specific field showing.
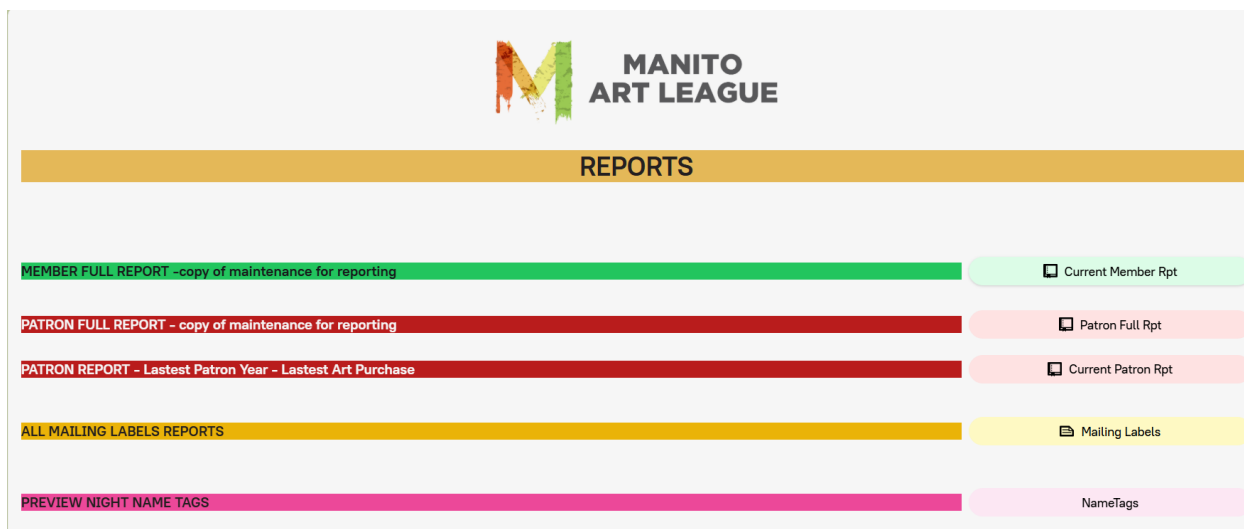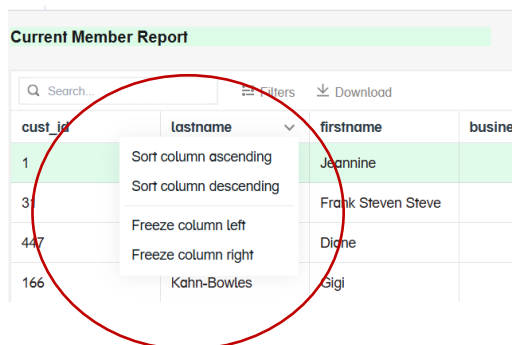
Member and Patron Reports:

Mailing Labels: *Label Instructions are available to be downloaded from the site.*

- These are multiple reports in different formats depending on what you want.
- Each report is specific for labels, using Caps and Post Office Standards.

REPORTS:

Just a note**
- First Addresses are Local or Summer Addresses.
- Second Addresses are Long Distance or Winter Addresses

MEMBERS:

1. Member Emails Report

This Report is for current Members Emails.
- First & partner and lastname, or business (if business)
- Email

2. Current Members Report – copy of member maintenance for reporting

For all members where Mal Member (m_mal) = Yes and Member Yr (m_memberyr) >= (2025)
using >= EXTRACT(YEAR FROM CURRENT_DATE) instead of 2025.
- All member address information
- All Member information
- Secondary Address information
- All Volunteer information

3. MEMBER Mailing Labels

For All Current Members where member = Yes and Year is current or greater

FORMAT:
Personal member
JANE & JOHN SMITH
PO BOX 123
123 PALM AVE
NAPLES, FL 34102

Business member
SUNSET ART STUDIO
C/O JANE SMITH
456 OCEAN BLVD
SCOTTSDALE, AZ 85260

a) **Current Member Mailing Labels with local Address Only - Mallables**
- ALL CAPS formatted for postal mailings
- FirstName, & Partner (if any), LastName
- Address1 (PO Box)
- Address2
- City, State, Zip

b) **Current Member Mailing Labels with Winter Addresses Only: malwintlabels**
- Same Format
- ALL CAPS formatted for postal mailings
- FirstName, & Partner (if any), LastName

- o Address1 (PO Box)
- o Address2
- o City, State, Zip

c) Current Member Mailing Labels with LOCAL ADDRESS ONLY - Separate City, State, Zip fields - Not Caps! - malmailingvw
- o FirstName, & Partner (if any), LastName
- o Address1 (PO Box)
- o Address2
- o City
- o State
- o Zip

d) Current Members Mailing Labels with Summer Address - IF Long Distance Address, use that one instead of Summer Address; Good for mailing in Winter Months. MRegWintLbls
- o Same Format
- o ALL CAPS formatted for postal mailings
- o FirstName, & Partner (if any), LastName
- o Address1 (PO Box)
- o Address2
- o City, State, Zip

PATRONS:

4. Patron Current Single with donation year and art purchase
Current Patron Report but not duplicated, all single with Lastest Donation Year and Art Purchase Year - currentpatrons
- o LastName
- o FirstName
- o Partner
- o Address1
- o Address2
- o City
- o State
- o Zip
- o Lastest Donation Year
- o Lastest Art Purchase Year

5. For all Patrons = Yes & Year >= current year within 5 years & Art Purchase within 2 years. – copy of patron maintenance for reporting
- o All patron address information
- o All patron information
- o Secondary Address information
- o Artshow information

6. PATRONS Mailing Labels

For Patron = Yes, If Patron donor within 5 years from current or purchase within 2 years from current.

FORMAT:

Personal member
JANE & JOHN SMITH
PO BOX 123
123 PALM AVE
NAPLES, FL 34102

Business member
SUNSET ART STUDIO
C/O JANE SMITH
456 OCEAN BLVD
SCOTTSDALE, AZ 85260

a) **Current Patron Mailing Labels with local Address Only within 5 years of donations or 2 Years Art purchase - No Businesses - patlables**
   - ALL CAPS formatted for postal mailings
   - FirstName, & Partner (if any), LastName
   - Address1 (PO Box if any)
   - Address2
   - City, State, Zip

b) **Current Patron Mailing Labels with local Address - Business Only - patbuslabels**
   - ALL CAPS formatted for postal mailings
   - LastName (Business name)
   - c/o Partner (Owner full name)
   - Address1 (PO Box if any)
   - Address2
   - City, State, Zip

c) **Current Patrons Mailing Labels with Long Distance Address Only (Winter) within 5 years of donations or 2 Years Art purchase - patwintlabels**
   - ALL CAPS formatted for postal mailings
   - FirstName, & Partner (if any), LastName
   - Address1 (PO Box) if any
   - Address2
   - City, State, Zip

d) **Current Patrons Mailing Labels with Local Address Only – Separate City, State, Zip fields, No CAPS! Both Persons and Business - patmailingvw**
   - FirstName, & Partner (if any), LastName
   - Address1 (PO Box if any)
   - Address2
   - City
   - State

- o Zip

e) Patron Tax Purpose – patron_taxpurpose

This report is for patrons where donations are for the current in the previous year.
- o ALL CAPS formatted for postal mailings
- o FirstName, & Partner (if any), LastName
- o Address1 (PO Box if any)
- o Address2
- o City, State, Zip

f) Preview Night NameTags - artshownametags
- o For the Full names of the patrons for attending the party. I also have current year and amount if needed.
- o Full Names in Caps